



ELTHORNE PARK

— HIGH SCHOOL —

ACHIEVING EXCELLENCE IN A LEARNING COMMUNITY

Elthorne Park High School 16-19 Bursary Policy: 2023-2024

What is the 16-19 Bursary Fund?

The Government has set aside some money for schools, colleges, training providers and local authorities to allocate to young people who need financial support to stay on in further education or training. This is called the 16-19 Bursary Fund.

What is it for?

It is to help students with any education-related costs that may arise during the school year, including essentials like a meal during the day or transport to school. Alternatively, a student might need extra help to buy additional books or equipment for their course, or to pay for educational visits.

Who is it for?

The 16-19 Bursary is targeted towards those young people considered most in need of financial support.

Eligibility

Financial support from the Elthorne Park High School Bursary Fund will be available to students aged under 19 on 31st August in the academic year in which they start their programme of study. The following groups of young people are eligible to apply and there are 3 separate bursaries that students could qualify for:

- Group A: Vulnerable young students – Guaranteed Bursary
- Group B: Students who are eligible for Free School Meals
- Group C: Students facing Financial Hardship – based on receipted expenditure.

- ***Group A: £1200 Annual Bursary for Vulnerable young students***

Students who are identified by the government as `most vulnerable` will be eligible for a bursary of up to £1200. Those are:

- Young people in or recently left local authority care.
- Young people in receipt of Income Support or Universal Credit in their own right.
- Young people receiving Disability Living Allowance or Personal Independence Payment, in their own right, as well as Employment Support Allowance or Universal Credit in their own right.

For students applying under the criteria for Group A initial assessment is by self-declaration. For students in care or care leavers this must be supported by written evidence from their Local Authority Social Services Department.

Students receiving Income Support, Employment Support Allowance or Disability Living Allowance should provide their entitlement letter from the Department for Work and Pensions. Letters confirming status or entitlement should be dated on or after 1 August in the year of application.

- **Group B: Up to £500 Annual Bursary plus Money support**

These students will be eligible to receive a Group B Bursary of up to £400 plus additional money support for course related expenditure.

Students will not qualify under Group A, but will be eligible for and registered with their Local Authority to receive free school meals. For students applying under the criteria for Group B, initial assessment is by self-declaration. The school will carry out a check with the Local Authority for confirmation of receipt of Free School Meals.

If a student's attendance falls below 90% in a month, without a valid reason, they will not receive payments for that month.

- **Group C: Money support – Learners facing Financial Hardship**

Students facing financial hardship and whose household income is below £30,000 but are not eligible for a guaranteed Bursary or, exceptionally, other students facing financial hardship are invited to apply to be eligible for assistance with course related costs.

Appropriate evidence confirming eligibility will be required from all adults in the young person's household who contribute to household costs.

- Income Support or Income-based Jobseeker's Employment and Support Allowance or Universal Credit – most recent benefit letter from HM Revenue & Customs detailing the amount of benefit received.
- Tax credits – Award notification from HM Revenue & Customs for the Tax Year 6th April 6th 2022 –5th Apr 2023 detailing the household income and your Tax Credit entitlement.

Or evidence of employment

- Salaries and wages – P60, month 12 or week 53 payslip; and P9d or P11d if you have received benefits or payments in kind; and P45 if you had more than one employer in the tax year 2021-23.
- Self-Employment Income – your SA302 form; or Tax Credit award notification for the correct tax year.
- Bank statements or other appropriate evidence. Declaration of income from other sources such as interest, income from property rental, shares and investments.

Assessment

A new application must be submitted for each year in which a bursary is claimed.

All applications are by self-declaration. Application forms and all supporting documents as outlined above should be submitted to Mrs Kashap, the Sixth Form Administrator by 29th September for students eligible at the start of term. Late application may be made upon a change of circumstance, though with the exception of a Group A award there is no guarantee that support will be available. Decisions concerning discretionary support are made by the Director of 6th Form.

Process

All students who believe they are eligible for a 16-19 Bursary should complete an application form and submit it to Mrs Kashap, along with the supporting evidence.

All applications for a Bursary will be assessed by a 16-19 Bursary Application Panel consisting of:

- Mr Ward (Deputy Headteacher)
- Ms Ervin (Director of Sixth Form)
- Mrs Kashap (Sixth Form Administrator)

The Panel will review the application, supporting evidence and any other personal circumstantial evidence and students will be notified of the outcome within two weeks of receipt.

Payment

Bursary funding requires students to have their own bank or Post Office account as funds are paid directly to them and will not be paid to a third party. Support will stop should a student cease to be in learning at the school. In such a case any monies paid in advance will need to be repaid or goods purchased returned to the school.

Students who start a course late or finish early will be entitled to payment on a pro rata basis. Students must notify the school immediately of any change of circumstances that may affect their entitlement. Any overpayment due to incorrect or changed circumstances or for any other reason must be repaid immediately.

Ownership

All books and equipment purchased remain the property of Elthorne Park High School and as such must be returned at the end of the course to be reused by other eligible students.

Hardship

If a student experiences extreme hardship during the academic year we would encourage them to apply for support via the Director of Sixth Form.

If you are over 19, you will only be eligible for a discretionary bursary.

Conditions of payment

All young people in receipt of a Bursary must meet punctuality and attendance requirements as outlined in the Sixth Form Handbook. If the young person does not meet these conditions, the School reserves the right to withdraw or suspend Bursary payments. These conditions will not be additional to those expected of any young person within the School.

In extenuating circumstances, e.g., if the school has to close due to a pandemic, and students have to learn remotely, the following criteria will apply for students to receive payments:

- Students must dial into a school system 4 or more times per week
- Students must have less than 12 pieces of work outstanding per month

Appeals

If any student or their parent/guardian/carer(s) are not satisfied with the outcome of their application, they should write to the Headteacher outlining their reasons why. The Headteacher will convene a 16-19 Bursary Appeals Panel, consisting of:

- Headteacher
- Governor

The panel shall meet and communicate its decision to the complainant within twenty-one days of receipt of the complaint.

Fraud

All applicants to the Bursary Scheme must sign a declaration that the information supplied to the school, government agency or Local Authority is true and that all parties will be notified immediately of

changes of circumstance. Any false declaration and/or evidence will be treated as Fraud. Action will be taken to recover all monies paid and notify the relevant authorities.

Confidentiality

The applications and supporting evidence will remain confidential during processing, payment and storage. If it is necessary to obtain additional information to reach a decision, the young person and/or their parent/guardian/carer(s) will be told the reasons why this is necessary prior to sharing any information further.

Change of young person's financial circumstances

Any young person in receipt of a Bursary has a duty to inform the school should their financial circumstances, or those of their parent/guardian/carer(s) change (e.g. increase in household income, Free School Meals being withdrawn). This does not automatically mean any future bursary payments will be stopped, but would result in a review to determine whether the payments continue or be stopped and the funds redistributed.